

Board of County Commissioners

Leon County, Florida

Policy No. 01-03

Title: Volunteer Fire Department Annual Budget Allocation
Date Adopted: February 27, 2001
Effective Date: February 27, 2001
Reference: N/A
Policy Superseded: N/A

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

Given the Board's adoption of a Municipal Services Taxing Unit (MSTU) as a part of the FY 2000/01 Annual Budget for purposes of funding fire services in the unincorporated county and in light of the fact that the MSTU may have an impact on the fund raising ability of the County's Volunteer Fire Departments (VFD), the Board establishes an annual VFD budget allocation to be funded through the MSTU.

1. Board Intent

- a. The VFD annual budget allocation is intended to supplement, not replace, the operational budgets of the VFD's raised through donations.
- b. The disposition of the Board will be to not approve additional funding requests on the part of the VFD's made outside the normal budget process.
- c. If the Emergency Management Director determines that the procedures herein are not being followed by a VFD, he shall make a written recommendation to the County Administrator or his designee that funding not be remitted to the VFD.
- d. Each VFD shall be in good standing with an active County Recognition Agreement and required Mutual Aid Agreement(s) to be eligible for County funding.

2. Procedures

- a. Each VFD will annually submit a budget request to the County Emergency Management Director no later than March 31. This budget will be for the fiscal year commencing October 1. The Emergency Management Director will review the submissions and present recommendations to the County's Office of Management and Budget as part of the annual budget process.
- b. The budget submission will be in the format to be approved by the County Administrator or his designee. The VFD's budget request will consist of an itemized list of total VFD expenditures and revenues for the subsequent fiscal year (October 1 to September 30). The revenue list shall clearly identify the county budget allocation, City vehicle maintenance funding, an estimate of donations to be received, and other resources identified by the VFD (i.e. interest earnings, prior year unspent funds, etc.). The expenditure list shall clearly identify how the county budget

Policy: Volunteer Fire Department Annual Budget Allocation

Effective: February 27, 2001

9.12; Policy No. 01-03

- allocation is programmed.
- c. The disbursement of the VFD's budget allocation shall occur annually upon the receipt of a payment request to the Emergency Management Director. The requests shall be made prior to October 1. Funds will not be disbursed without a formal request being processed.
 - d. Each VFD shall be required to submit an annual report to the Emergency Management Director by October 31 for the preceding year's activity. The report will specify how much revenue was received by type (i.e. County, City, Donations, etc.) and actual expenditures by type.
 - e. The annual report will be reviewed to determine unspent balances. If over a period of time a determination is made the VFD is accumulating large balances, subsequent year funding may be reduced to draw down these funds.

3. Criteria

- a. The following existing (6) County VFD's shall be eligible for the annual county budget allocation provided that they remain in good standing with active mutual aid agreements with the Tallahassee Fire Department: Chaires-Capitola VFD, Lake Iamonia VFD, Lake Jackson VFD, Lake Talquin VFD, Miccosukee VFD, Woodville VFD.
- b. Each VFD shall enter into an Agreement with the County that shall be governed by, construed, and enforced in accordance with the laws of the State of Florida.
- c. All funds shall be expended in accordance with the laws of the State of Florida.
- d. The VFD annual budget allocations shall be based on the formula which has been developed by factoring relevant fire services criteria. Below is the budget allocations for the VFD's for FY 2000/01 based on this formula:

Fire Department	Fire Calls in the County	Addresses in the County	Land Area Served	Population Served	Active Volunteers	Number of Fire Stations	Number of Vehicles	Average of Factors	FY 2000-01 Budget Allocation
Chaires-Capitola	24.96%	18.10%	18.72%	18.08%	25.37%	14.29%	25.00%	0.2064	\$ 17,548
Lake Iamonia	15.66%	22.04%	16.51%	22.07%	16.42%	14.29%	21.43%	0.1835	\$ 15,593
Lake Jackson	14.88%	20.95%	6.28%	20.88%	22.39%	0.00%	14.29%	0.1424	\$ 12,103
Lake Talquin	8.06%	3.13%	28.17%	3.14%	11.94%	28.57%	10.71%	0.1339	\$ 11,380
Miccosukee	11.01%	22.68%	17.30%	22.73%	14.93%	42.86%	25.00%	0.2236	\$ 19,005
Woodville	25.43%	13.10%	13.02%	13.10%	8.96%	0.00%	3.57%	0.1103	\$ 9,371
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	1.0000	\$ 85,000